



# Louisiana Department of Agriculture & Forestry

MIKE STRAIN DVM, COMMISSIONER



## Guidelines for the Implementation of Louisiana's 2012 Urban & Community Forest Grant Program

### **INTRODUCTION**

Originating from the expanded Forestry Title of the 1990 Farm Bill, the Urban & Community Forestry (U&CF) Grant Program has once again been allocated federal urban forestry challenge grant dollars that are available to the State of Louisiana. These funds are made possible through the efforts of the Louisiana Department of Agriculture & Forestry (LDAF), the Southern Group of State Foresters, and the United States Department of Agriculture (USDA) Forest Service.

For this year, fiscal year 2012, **\$78,000** of challenge grant dollars have been allocated to the State of Louisiana for the Urban & Community Forestry Grant Program.

In order to meet objectives outlined in the National Urban Forestry Guidelines and the Louisiana Urban Forestry Council's Strategic Plan for Louisiana Community Forestry, this program is geared toward establishing new, and strengthening existing community forestry programs in Louisiana. This program also strives to increase the number and diversity of individuals informed and involved in community forestry endeavors.

National direction has become more focused during the past years. Specific community forestry capacity building activities are being promoted nation wide. These include: employment of professional urban forestry staff at the community level; development of community forestry management plans based on resource assessments/inventories; development or strengthening of community forestry ordinances and policy; and development or enhancement of local advocacy/advisory organizations. The Forest Service has also placed emphasis on the five (5) national U&CF programs goals, which are: (1) minimize the impact on land use change and urbanization on forests, (2) minimize the risk and impact of catastrophic events, (3) protect and improve air and water quality, (4) mitigate climate change, and (5) energy conservation. These national goals should be included (if applicable) in the four (4) traditional categories. The LDAF must report these specific activities within the state to the USDA Forest Service each year, and future funding will be based upon how many communities in our state are participating in these activities.

### **GENERAL INFORMATION**

#### **ELIGIBLE GRANTEES**

Grants may be awarded to state and local units of government, public education institutions, and 501(c) (3) non-profit organizations, such as; civic groups, neighborhood associations, or other local community tree volunteer groups. Program information is available to all interested.

## **COST SHARING REQUIREMENTS**

The federal dollars requested may not exceed fifty percent (50%) of the total project cost and shall be provided on a matching basis. The non-federal share (local match) may be in the form of cash, services, or in-kind contributions. Sources of the non-federal match must not be monies or services from other federally funded projects. All project funds will be disbursed on a **reimbursement** basis after all proper documentation for both the federal dollars requested and the required local match has been submitted to LDAF.

## **FUNDS AVAILABLE**

**Seventy-eight thousand dollars (\$78,000)** of federal matching funds has been made available for the 2012 program year. These funds will be distributed through a competitive grants allocation process. Due to limited funding, LDAF will award seven (7) grants for \$10,000, (1) grant for \$5,000 and (1) grant for \$3,000. Tree City USA recipients and first time applicants shall be awarded bonus points in the scoring process.

This cost-share program is for programs, projects, or activities not currently being funded and is not intended to substitute for existing funding levels.

## **BASIC TIME TABLE**

Applications will be available to all potential grantees on January 10, 2013.

Applications will be received through February 28, 2013.

Grantees will be notified of approved funding no later than April 1, 2013.

Contracts may begin on July 1, 2013, pending receipt of all required documents from grantee.

The end of the funding cycle is **June 30, 2014**. All funds must be spent before this date.

**Please note: There will be no extensions granted; no exceptions.**

## **GRANT PROPOSAL CATEGORIES**

The following four (4) pages list in detail the types of projects that can be funded through the U&CF Grant Program. Please utilize the following materials in order to develop a strong proposal, and also consider including the five (5) national themes with your application.

## **GRANT PROPOSAL CATEGORIES**

### **Category 1. Employment of Professional Urban Forestry Staff at the Community Level**

Professional staffing means individuals who have one (1) or more of the following credentials, and who the community directly employs or retains through written agreement to advise and/or assist in the development or management of their urban or community forestry program: (1) a degree in forestry or related field (e.g., urban forestry, horticulture, arboriculture, etc.), and/or

(2) International Society of Arboriculture Certified Arborist or equivalent professional certification. In all cases, the employee must be a new hire, not a current employee.

\*\*\*Please be aware that current employee salaries and food/refreshments cannot be reimbursed with federal dollars, but grantees are welcome to submit these costs as local match dollars. \*\*\*

Sub-Categories:

- A. **Staffing, part or full time** – for the employment of an urban forestry professional (city forester), technician, arborist, or consultant. In all cases, employee must be a new hire, not a current employee.
- B. **Municipal Student Internships** – for the employment of a college level student in urban forestry or another related field of study to assist with municipal forestry program activities.
- C. **In-House Training** – specific training is needed on an on-going basis for community tree care workers. Training may include sessions conducted on site for employees, or funds may be utilized to send workers to professional education events, sponsored by such organizations as the Louisiana Cooperative Extension Service and the International Society of Arboriculture.
- D. **Workshops/Training Sessions/Conferences/Seminars** – for the support and organization of programs which outreach to and educate the public and/or local officials about urban & community forestry topics. Cost may cover mailings, speakers, audio/visual equipment rental and related costs.
- E. **Brochures, Exhibits, and Public Service Materials (PSA Development)** – for the development and printing of educational brochures about urban forestry and the principles involved. Also for the development of educational exhibits, public service programs, video or slide shows which educate the public about the importance of community tree care, especially to facilitate better management of community forests. These may include expenditures for production costs, equipment rental or other accessories.

**Category 2. Development of Community Forestry Management Plans Based on Resource Assessments/Inventories**

A management plan is considered a document or set of documents, developed from professionally-based resource assessments/inventories which outline future management of the community's urban and community trees and forests.

\*\*\*Please be aware that current employee salaries and food/refreshments cannot be reimbursed with federal dollars, but grantees are welcome to submit these costs as local match dollars. \*\*\*

Sub-Categories:

- A. **Basic Community Tree Resource Assessments** – for the development of a basic local tree canopy assessment/hazardous tree assessment on public properties. This may include the purchase of tree inventory software and field data recorders (includes parks, rights-of-way and preserves).

- B. **Public Tree Inventories** – for the development of a comprehensive public tree inventory that can be integrated into the community’s existing infrastructure overlay information (i. e. GIS tree inventory downloaded to community’s existing public utility/streets mapping system). This program should assist in making tree management decisions for all users.
- C. **Management Plans** – for the development of a strategic, long term plan for the community’s tree canopy. May be contracted out to a professional natural resource management entity. A plan may go by a variety of names including; management plan, master plan, strategic plan, storm mitigation plan, and so on. Regardless of the name, the intent is that it be a working document that describes activities pursuant to the community forestry program, such as protection, maintenance, and replacement of tree canopy in the community.
- D. **Tree Inventory Training for Staff or Volunteers** – to facilitate tree inventory data collection, data analysis, or management of data for sound community tree canopy management in the community. May include education for data collection process or utilization of data management system for staff or volunteers.
- E. **Workshops/Training Sessions/Conferences/Seminars** – for the support and organization of programs which outreach to and educate the public, local officials or municipal tree care workers about the state of the community forest, based upon tree inventory/assessment, and the importance of sound community forest management practices. Costs may cover mailings, speakers, audio/visual equipment rental and related costs. These programs should be specifically tied to the educational goals of the municipal forestry program.

**Category 3. Development or Strengthening of Community Forestry Ordinances and Policy**

This category includes statutes or regulations that direct citizens and local governments in the planting, protection and maintenance of urban and community trees and forests.

\*\*\*Please be aware that current employee salaries and food/refreshments cannot be reimbursed with federal dollars, but grantees are welcome to submit these costs as local match dollars. \*\*\*

Sub-Categories:

- A. **Tree Ordinance Development or Revision** – includes costs associated with a professional urban forestry consultant or community expenses incurred to develop or revise a community tree ordinance. This may also include other forms of regulation or public policy that affect urban forestry management (i.e. landscape ordinances and tree preservation ordinances).
- B. **Urban Forestry Best Management Practices Policy Development or Revision** – for the development of systematic treatments to promote community forest canopy health and protection.

- C. Forest Fragmentation Reduction and Urban/Rural Interface Initiatives** – for the development of land use planning that includes policy standards that enhance and protect natural resources in and around urban/rural interface areas.
- D. Riparian Restoration** – for the improvement of community watershed management through the addition of tree vegetation to slow runoff and mitigate overheating of streambeds for improved health of watershed fauna. Also includes adding greenspace back where channelization has occurred.
- E. Storm water management projects** – for the planning and implementation of incorporating trees into mitigation areas to reduce runoff due to increased impervious surfaces.

#### **Category 4. Development or Enhancement of Local Advocacy/Advisory Organizations**

Community forestry advocacy/advisory groups would include organizations such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise local decision makers on the planting, protections, and maintenance of urban and community trees and forests.

\*\*\*Please be aware that regular employee salaries and food/refreshments cannot be reimbursed with federal dollars, but grantees are welcome to submit these costs as local match dollars. \*\*\*

Sub-Categories:

- A. Non-Profit Staffing** – for the employment of an administrative consultant on the staff of a local non-profit volunteer tree group. Examples would include staffing for the development of a program directed toward researching and applying for innovative funding sources, development of a public relations campaign or leadership training. In all cases, this must be a new hire, not a current employee.
- B. Non-Profit Student Internships** – for the employment of a college level student in urban forestry or another related field of study for the development or improvement of the organization's community forestry efforts.
- C. Workshops/Training Sessions/Conferences/Seminars** – for the support and organization of programs which outreach to and educate the public and/or local officials about urban & community forestry topics. Cost may cover mailings, speakers, audio/visual equipment rental and related costs.
- D. Educational Youth Programs** – for the development and production of urban & community forestry program which will involve and benefit young people in schools, scouts, youth camps, or other groups. Funds may be expended to educate campus teachers through Project Learning Tree Workshops, create or enhance outdoor classrooms, or purchase educational tree materials for students.

- E. **Brochures, Exhibits, and Public Service Materials (PSA Development)** – for the development and printing of educational brochures about urban forestry and the principles involved. Also for the development of educational exhibits, public service programs, video or slide shows which educate the public about the importance of community tree care, especially to facilitate better management of community forests. These may include expenditures for production costs, equipment rental or other accessories.

## **GRANT APPLICATION PROCEDURE**

The grant application process is managed by the State Urban Forestry Program Director. Please complete all items pertaining to the category grant for which you are applying. The application packet must not exceed fifteen (15) pages (front and back), excluding maps and plans. All attachments must be 8-1/2" x 11", except sketches, plans, and maps which must be folded into 8-1/2" x 11". Applicants shall submit one (1) original and four (4) copies of the completed application to:

Louisiana Department of Agriculture & Forestry  
Office of Forestry  
P. O. Box 1628  
Baton Rouge, LA 70821-1628  
ATTN: Whitney Wallace

Physical Address:  
5825 Florida Blvd.  
Baton Rouge, LA 70806

**\*\*\*The deadline for receiving applications at the Louisiana Department of Agriculture & Forestry is 4:30 p.m., Thursday, February 28, 2013\*\*\***

The following shall be included in your grant application packet in order for the application to be considered by the Grant Review Committee. Applications missing any of the required items below (1–10) will not be considered for funding this funding cycle.

**Applicants shall submit the following:**

1. One (1) electronic version of application, one (1) original, two (2) copies, and one (1) set of signed certification packet.
2. Completed Urban & Community Forestry Grant Application Form (***form included on pages 10 and 11***).
3. A concise project description, limited to four pages (***required description format is included on pages 12 and 13***).
4. A budget or cost document detailing all costs of the project (***sample budget worksheet is included on page 14***).
5. A completed W-9 form "Taxpayer Identification Number and Certification" (***form attached***).
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (***USDA Form AD-1048 attached***).
7. Certification Regarding a Drug-Free Work Place (***USDA Form AD-1047 attached***).

8. Certification Regarding Lobbying (***form attached***).
9. Non-profit groups shall include a copy of your organization's determination letter of IRS non-profit status.
10. A current resolution approving the grant application and authorizing an official of the local government or volunteer group to execute agreements and documents associated with the grant request (***sample resolution is included on page 15***).

## **FEDERAL COST GUIDELINES**

The following federal circulars set forth principals for determining allowable costs under grants from the Federal Government.

1. For State and Local Governments: Office of Management and Budget Circular A-87.
2. For Non-Profit Organizations: Office of Management and Budget Circular A-122.
3. For Educational Institutions: Office of Management and Budget Circular A-21.

***Copies of these circulars are available from LDAF upon request.***

## **Where to go for help:**

For technical assistance with this grant application, please call:

Whitney Wallace, LDAF Urban Forestry Program Director at (225) 925-4500

## **AWARDING OF FUNDS**

### **APPLICATION REVIEW PROCESS**

After the deadline date of February 28, 2013, the Urban Forestry Program Director will present all eligible grant application packets to the Grant Review Committee for evaluation and suggested approval. Final approval of grant applications is the responsibility of the State Forester.

***This is a competitive grant. We have more grant requests than we have grant dollars. In an effort to make the grant application process as easy and successful as possible, we want the applicant to understand exactly what criteria will be used to select the recipients.***

First time applicants and communities that have achieved TREE CITY USA status are given bonus points. A grant review committee made up of members of the Louisiana Urban Forestry Council and LDAF staff then review the applications and rate them using the following scoring criteria:

Scoring Criteria (to be completed by review committee)

SCORE

A. U&CF Program Goals and Objectives

(20) \_\_\_\_\_

The project intent reflects national and state goals to foster regular, self-sufficient tree maintenance at the community level, through employment of professional urban forestry staff at the community level, development of community forestry management plans based on resource assessments/inventories, development or strengthening of community forestry ordinances and policy, and development or enhancement of local advocacy/advisory organizations.

B. Project Objective

(15) \_\_\_\_\_

Project goals are clearly stated, measurable and realistic. Proposal demonstrates a need for funding. Project goals are consistent with the overall community forestry program objectives of the applicant.

C. Project Strategy

(15) \_\_\_\_\_

Details on procedure, major activities and completion dates given for project.

D. Cooperation and Partnerships

(20) \_\_\_\_\_

Project involves one (1) or more community groups (i.e. other govt. agencies, volunteer groups, civic groups, school groups). Proposal identifies groups involved and outlines responsibilities of each. Proposal outlines how volunteers will be trained or qualifies to work on project.

E. Cost Effectiveness and Budget

(15) \_\_\_\_\_

Proposal describes the cost effectiveness of the project. Is budget realistic and complete? Do budget line items correspond with project objectives? Does budget list the types and sources of matching dollars?

F. Visibility and Impact

(15) \_\_\_\_\_

Proposal describes degree of public visibility and how well it relates to community involvement. Project provides avenues for public education concerning urban forestry. Proposal identifies beneficiaries of project.

Bonus points – Tree City recipients/first time applicants  
(To be added to Total Score)

(15) \_\_\_\_\_

TOTAL SCORE

\_\_\_\_\_

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**Other Considerations of the Grant Review Committee:**

1. New applicants to the program shall be given higher priority (depending upon project content) than grantees that have received Urban & Community Forestry funds in previous years.
2. These dollars are to be used as start-up funds for a community to create a self-reliant, self-sufficient community forestry program, not as a continuous source of program income.
3. This is a statewide program. The best projects from each area of the state must be considered; however, larger metropolitan areas with existing community forestry programs shall also be considered for their potential to provide urban forest benefits to a large segment of Louisiana's population.

4. Applicants will be considered for funding of one application. If additional applications from the same organization are received by LDAF, all applications will become null and void.

## **APPLICANT NOTIFICATION**

Applicants will be notified of approval or disapproval of applications no later than April 1, 2013.

## **AWARDEE INFORMATION**

Successful applicants will be required to enter into a contractual agreement with LDAF before funding of any project will become effective. Contractual obligations can become effective as early as July 1, 2013 and shall continue through June 30, 2014. Contractual dates are dependent upon receipt of all necessary grantee paperwork.

Please note that no authority exists for work performed before the beginning date or after the ending date of any contractual agreement.

## **METHOD OF PAYMENT**

Reimbursement payments shall be made any time during the contract period, but only after the grantee meets the following requirements:

- All expenses and the local match must be documented (i.e.; invoice documenting paid receipts, employee/volunteer timesheets, etc.), submitted to and approved by LDAF before any payment can be made to the grantee.
- Before any final reimbursement payment will be made, the final product(s) of the project must be presented to LDAF as evidence of a completed project along with any other required deliverables as specified in the contractual agreement entered into between LDAF and grantee.

# 2012 Urban & Community Forestry Grant Application

## Application Information (Please Print or Type)

Project Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Organization Applying (Check One):

\_\_\_\_\_ State, Parish, or Municipal Government

\_\_\_\_\_ Public Education Institution

\_\_\_\_\_ Tax exempt organization under IRS code 501(c) (3)

## SUMMARY OF COSTS (A 50/50 match or better on behalf of the applicant is required).

	<u>Requested Grant \$</u> (I)	<u>Local Match \$</u> (II)
Personnel Expenses (People)	\$ _____	\$ _____
Operating Expenses (Materials)	\$ _____	\$ _____
 Total Requested Federal Funds (I)	 \$ _____	
 Total Matching Costs (II)		 \$ _____
Total Program Costs (I + II)	\$ _____	
	100%	

Please indicate what category and sub-category best describes your proposed project:

Category: \_\_\_\_\_

Sub-Category: \_\_\_\_\_

**Applicants shall submit one (1) electronic version, **one** (1) original, two (2) copies, and one (1) set of signed certification packet to:**



Louisiana Department of Agriculture & Forestry  
Office of Forestry  
Attn: Whitney Wallace  
Phone: 225-925-4500

Mailing Address:  
P.O. Box 1628  
Baton Rouge, LA 70821-1628

Shipping Address:  
5825 Florida Blvd.  
Baton Rouge, LA 70806

## **PROJECT LOCATION INFORMATION**

(Complete Where Applicable)

Name of applicant: \_\_\_\_\_

Parish: \_\_\_\_\_ City or Town: \_\_\_\_\_

Is this community a TREE CITY USA/ First Time Applicant?

\_\_\_\_\_

Local Government Jurisdiction: (i.e.; Parish Government, Municipality, School Board District, or Independent Special District) \_\_\_\_\_

Describe the Specific Location of the Project: \_\_\_\_\_

\_\_\_\_\_

If other tree work will be included, please give the name and address of the public property owner. \_\_\_\_\_

## **PROJECT PRODUCT INFORMATION**

What product(s) will be submitted to the Louisiana Department of Agriculture & Forestry documenting completion of your project (i.e.; copies of tree ordinance, copy of tree inventory, photos of project, copy of educational video developed, program from educational seminar, etc.)?

## **AUTHORIZED APPLICANT SIGNATURE**

***“As the duly authorized representative of the Applicant named above, I hereby certify that all parts of the grant application have been read and understood (including there will be no extensions granted; no exceptions), all required parts of the application are attached, and that all information submitted herein is true and correct”.***

Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **GUIDELINES FOR PROJECT DESCRIPTION**

In order to help the Grant Review Committee better understand your application, some specific details must be incorporated into your project description. Besides the actual description of your project, please address the following questions:

**1. What is the current status of your local community forestry program?**

- ◆ Does your community have a public tree ordinance?
- ◆ Does your community have a city forester, arborist, or other tree care professional on staff?
- ◆ Is your community a TREE CITY USA?

**2. Who are the partners involved with this project?**

- ◆ Professional, technical partners
- ◆ Volunteer and public partners

**3. What product(s) will you provide to the Louisiana Department of Agriculture & Forestry when your project is complete (fiscal reporting and final written report are mandatory)?**

- ◆ Copy of documents produced
- ◆ Photos of event
- ◆ Copy of agenda from educational meeting
- ◆ Copy of community tree master plan developed
- ◆ Information from GIS based community tree inventory
- ◆ Etc.

**4.) Proposal submitted must provide to the Louisiana Department Agriculture & Forestry a clear and service of work, goal and objective each labeled separately.**

**SERVICE OF WORK:** *A detailed description of the work that needs to be accomplished to deliver a product, service, or end result.*

**GOAL:** *Establish direction and destination; describe general end results toward which effort is directed.*

*Example: The goal of this contract is to expose teachers and students to forestry, specifically focusing on urban forest materials and identification of existing activities that meet urban forest goals and learning objectives.*

**OBJECTIVE:** *Specific measurable targets.*

*Examples:*

- 1. Fiscal reporting;*
- 2. Written final project progress report;*
- 3. Copy of sign-in sheet of all workshop attendees;*
- 4. Copy of the U&CF workshop agenda; and*
- 5. Copies of all information and educational materials provided to workshop participant.*

## EXAMPLE BUDGET WORKSHEET

### Category 2, Sub-Category A – Development of Community Forestry Management Plans Based on Resource Assessments/Inventories

	Grant Dollars	Community Share
Community Public Tree Survey for Tree Health Assessment:		
Consultant Fees	\$8,000	\$7,000
Inventory Computer Software	\$ 200	
Employee or Volunteer time Spent on Survey		\$2,000
Educational Tree Meeting for Citizens about Proper Tree Pruning:		
Room Fees, Equipment Rental	\$ 200	
Printing of Educational Tree Brochure	\$ 300	
Development of a Community Public Tree Ordinance:		
Contracted City Attorney Fees	\$ 500	
Copies, Employee Time		\$ 500
Community Tree Board Development:		
Volunteer time		\$ 800
Arbor Day Tree Planting & Ceremony:		
Tree Purchase	\$1,000.00	
Materials and Employee Time Planting Trees		\$ 500
Subtotals	\$10,000	\$11,000
<b>TOTAL</b>		<b>\$21,000</b>

### Category 1, Sub-Category C & D – In-House Training & Workshops/Training Sessions/Conferences/Seminars

	Grant Dollars	Community Share
Project Learning Tree Workshop:		
Teacher Fees: 10 Teachers@ \$15 ea.	\$ 150	
Teachers Time Spent in Workshop		
10 Teachers x 6 hrs. x \$10/hr.		\$600
Community Arbor Day Celebration:		
3 Trees To Be Planted	\$ 300	
Printing of Educational Tree Brochure	\$ 300	
Celebration Materials for At Risk Youth and		
Their Families; T-Shirts, Take Home Materials	\$2,000	
Volunteer Time Spent Setting Up Event		\$2,000
Training Session for Community Tree Crews:		
2 Sessions at \$100 ea. For 5 employees	\$1,000	
Additional Educational Materials	\$ 250	
Demonstration Large Tree Pruning:		
At Community Park - Four Large Trees to be		
Pruned by Licensed Arborist	\$1,000	\$1,000
Tree Planting and Maintenance Work Carried		
Out by Community Employees (Jan. – Mar.)		<u>\$2,000</u>
Subtotals	\$5,000	\$5,600
<b>Totals</b>		<b>\$10,600</b>

## BOARD/CITY COUNCIL RESOLUTION

STATE OF \_\_\_\_\_

PARISH OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at a meeting of the Board of Directors/City Council of \_\_\_\_\_ held in the City of \_\_\_\_\_, State of \_\_\_\_\_ with a quorum of the directors/council present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors/City Council of the above, do hereby authorize (Name and Title)\_\_\_\_\_

and his/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the Louisiana Department of Agriculture and Forestry, and to execute said documents on their behalf, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or renew said document.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of the Board of Directors/City Council.

I Certify that the above and foregoing constitutes a true and correct copy of part of the minutes of a meeting of the Board of Directors/City Council of \_\_\_\_\_.

HELD ON THE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary

# **CHECKLIST**

The following shall be included in your grant application packet in order for the application to be considered by the Grant Review Committee. Applications missing any of the required items below (1–10) will not be considered for funding this funding cycle.

**Applicants shall submit the following:**

1. One (1) electronic version of application, one (1) original, two (2) copies, and one (1) set of signed certification packet.
2. Completed Urban & Community Forestry Grant Application Form (***included on pages 10 and 11 of this document***).
3. A concise project description, limited to four pages (***required description format is included on pages 12 and 13***).
4. A budget or cost document detailing all costs of the project (***sample budget worksheet is included on page 14***).
5. A completed W-9 form “Taxpayer Identification Number and Certification” (***form attached***).
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (***USDA Form AD-1048 attached***).
7. Certification Regarding a Drug-Free Work Place (***USDA Form AD-1047 attached***).
8. Certification Regarding Lobbying (***form attached***).
9. Non-profit groups shall include a copy of your organization’s determination letter of IRS non-profit status.
10. A current resolution approving the grant application and authorizing an official of the local government or volunteer group to execute agreements and documents associated with the grant request (***sample resolution is included on page 15***).

*Because this program is federally funded, it is essential that our United States Senators and Representatives are aware of how important this program is to Louisiana. Please request a simple written letter of support from the United States Senator and Representative whose district covers your proposed project location. A copy of applicant letter to the above persons requesting this support is acceptable. The deadline for receiving applications at the Louisiana Department of Agriculture & Forestry is 4:30 p.m., Thursday, February 28, 2013.*

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+				+	
or								
Employer identification number								
			+					

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of	Date ▶
	U.S. person ▶	

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,





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## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization Name

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PR/Award Number or Project Name

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Name and Title of Authorized Representative

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Signature

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Date